



JOB PROFILE

Post Title	Cook – Plantation House
Directorate	Corporate Services- Corporate Support
Responsible to	Residence Manager
Responsible for	<i>Assistant Cook/Parlour Maid (when carrying out kitchen duties)</i>
Grade	C

Job Purpose

Directly responsible to the Plantation House Residence Manager for all matters relating to the supply and preparation of food at Plantation House.

Key Tasks

1. Plan creative, healthy menus for all functions in conjunction with the Governor, First Lady and Residence Manager. To suggest alternative menus to the Governor and First Lady when certain food stuffs/ingredients are not available.
2. To suggest and prepare healthy menus for Governor, guests and family as required, daily. To organise and prepare food for the Governor daily and for all official functions.
This will include purchasing all food, preparing and cooking all meals daily, preparing and cooking well-presented, 5 course meals when the Governor and family host dinner parties, preparing refreshments for other functions, e.g. business breakfasts, coffee mornings, lunch buffets, afternoon teas, *canapes* and *petit fours* for receptions and cocktail parties, using a variety of cooking/baking methods.
3. Serve meals to the Governor, First Lady and family when there are no guests, as required by Governor.
4. Responsible for ensuring staffing levels are adequate to assist in the kitchen from time to time. This includes the management, supervision and training of these staff.
5. Responsible for maintaining an adequate supply of stores and replenish as and when required.
6. To maintain an accurate monthly account of all food purchased and an account of all food utilised for functions.
7. Ensure adequate and appropriate quantities of food stuffs are readily available for the Governor to use at weekends when no staff are on duty.
8. Ensure appropriate labelling and storage of food stuffs in cupboards, fridges and freezers.
9. Clean and blanch vegetables which are to be frozen.



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10. Ensure cleanliness of the kitchen, food preparation areas and all equipment complies with health and safety requirements at all times.
11. Assist with cleaning main Porch area.
12. Responsible for maintaining the temperature gauge for food and Fridge/freezer readings.

Key Responsibilities

1. Ensure presentation of food is of a high standard, displaying creativity when plating dishes.
2. Ensure all dietary requirements of the Governor, and guests at official dinners or receptions are accommodated and be capable of producing meals that meet those dietary needs
3. Ensure menus for official dinners, receptions and meals for the Governor are recorded and frequently reviewed to ensure a wide variety of dishes are offered
4. Responsible for the management and safekeeping of all kitchen equipment, as well as food stores.
5. Ensure food stocks are utilised within the stated 'best before' date or within the guidelines given for storage of frozen foods.
6. Comply with all health and safety requirements with regard to preparation of food and day to day operations of the kitchen.
7. Responsible for the use and safekeeping of an SHG vehicle when required to drive and travel to shops or convey staff to and from duty when working shifts

Core Competencies *(This should define in one or two sentences the required competency level for the job role)*

- Professional Development

N/A

- Planning & Delivery of Work

Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance

- Analysis and use of Information

Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.

- Decision Making



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Ability to act on own initiative and confident in making decisions within policy guidelines.

- Working with Others

Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.

- Communication

Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs

- Influencing and Persuading

Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.

- Dealing with Change

Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.

- Continuous Improvement

Willing to learn and develop self and team in job role to work efficiently.

- Managing Resources

Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.

Special Conditions

- Required to work out of normal working hours, when required, during the evenings, weekends or public holidays.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



PERSON SPECIFICATION

Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
Qualifications				
GCSE Maths and English at Grade C or above	E			
NVQ in Hospitality and catering, at Level 2	E			
Food Handling Certificate	E			
Certificate in health and hygiene	E			
Valid Driving Licence Class A	E			
Skills & Abilities				
Intermediate analysis of information	E			
Good IT skills and proficient in the use of Sharepoint, MS Word and Excel	E			
Must have good written and verbal communication and to communicate with the Governor and First Lady including colleagues and guests at Plantation House	E			
To be polite and discreet and maintain confidentiality in Governor's household	E			
Good negotiating skills	E			
Good people management	E			
Experience				
Experience in catering within 3 star graded establishments	E			
Experience in Silver Service table setting, preparation of floral arrangements	E			
Core Competencies				
Professional Development (i)	E			
Planning and delivery of work (iii)	E			



PERSON SPECIFICATION

Analysis and use of information (ii)	E			
Decision making (ii)	E			
Working with others (ii)	E			
Communication (iii)	E			
Influencing and persuading (ii)	E			
Dealing with change (ii)	E			
Continuous improvement (ii)	E			
Managing resources (ii)	E			
(As per job profile)				
Job Competencies				
Knowledge of relevant Health and Safety procedures	E			
Personal attributes				
Highly self-motivate	E			
Good team player	E			
Ability to apply objective judgement	E			
Responsive to change	E			
Innovative and creative when preparing and presenting food	E			